

Personnel

The **VI PERSONNEL** module manages the full cycle of employment, covering the recruitment of new employees and their development as employees. It allows the Personnel Department to build up a history of events for individual employees held within the Sage Enterprise Payroll module, to record additional personal details and to create diary reminders for follow-up action. Personnel data can often be of a sensitive nature and thus a number of security features have been incorporated to maintain the integrity of the personnel data.

Features

Recruitment

The Recruitment programs record details of available positions and the candidates applying for them.

- ▲ Job Positions : record details of the position (salary, grade, manager etc) and the skills required for the position
- ▲ Adverts : record where the position has been advertised or placed with an agency and the associated costs
- ▲ Candidates : record details of applicants (personal details, qualifications etc) and match their skills against the requirements of the position
- ▲ Events : record events such as interviews, tests, offers and rejections and track an applicant's progress through the recruitment process.
- ▲ Starters : convert candidates into employees within the Sage Enterprise Payroll system.

Employment Events and Reminders

Via user-defined event codes it is possible to build up a history of events for each employee.

Typical events that may be set up include :

- ▲ Reviews (Salary increases, Promotions, Job Title Changes, Attainments)
- ▲ Training (Courses attended, provider, costs etc)
- ▲ Disciplinary (Warnings, Suspensions, Dismissals)
- ▲ Absence (Authorised and unauthorised leave)
- ▲ Holidays (Holidays planned and taken)
- ▲ Medicals

Events may also trigger diary reminders to appear on Diary Reports and enquiries. This ensures that each action is progressed to its next stage within the defined time scale. Diary items may also be created manually by the operator. Typical uses of the diary are to schedule next salary reviews and follow-up

Wilia	Start Date	Type	Code	Description	End Date	Duration
88 Hi	11/01/00	A	ABSSCERT	Self-Certified Absence	13/01/00	3.00
Epcle	21/01/00	H	HOLLIEU	Holidays in Lieu	21/01/00	1.00
Manc	14/02/00	H	HOLLANN	Annual Holiday Entitlement	15/02/00	2.00
	09/05/00	A	ABSSCERT	Self-Certified Absence	11/05/00	3.00
	09/05/00	T	TRAWORD1	Word Processing Beginners	10/05/00	2.00
	24/05/00	H	HOLLANN	Annual Holiday Entitlement	26/05/00	3.00

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Global Events

Personnel events often relate to more than one employee and thus the Global Event option allows the same event to be entered for a range of employees or, for example, for all employees in one department or grade. In this way salary increases can be entered quickly, for example uplifting all employees at a particular grade by a certain percentage.

Extra Employee Details

The Personnel Details option allows extra personal details to be recorded in addition to those stored on the Payroll files.

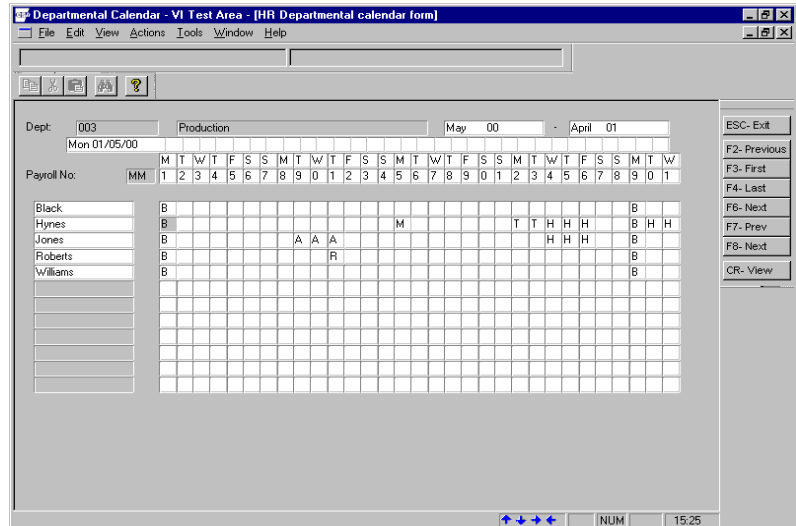
Although the use of these fields can be changed via forms editor to suit an individual company's requirements, by default this data includes :

- ▲ Personal data such as ethnic origin, birthplace, nationality and disabilities etc
- ▲ Company Car details such as make, model, registration, licence numbers etc
- ▲ Benefits such as pensions, credit cards, health care etc.
- ▲ Next of kin and emergency contact addresses and numbers
- ▲ GP and other medical contact addresses and numbers
- ▲ Qualifications dates, subjects and grades.

Holiday Entitlements

Different levels of entitlement can be set depending on an employee's length of service. Entitlements can be calculated on either a monthly or annual basis and may run from company holiday dates or the employee's start date.

The holiday period and year end routines automatically calculate an employee's entitlement for the next month or year and optionally carry forward any outstanding holidays from the previous period.



Departmental Enquiry

The Departmental Enquiry shows a Personnel calendar for all employees within a department. This allows clashes of similar events (such as planned holidays) to be viewed at a glance.

Employee Enquiries

- ▲ 12-month calendar showing absence, holidays, training etc.
- ▲ holiday enquiry showing entitlement, carried forward holidays and holidays planned and taken
- ▲ key date enquiry showing dates in relation to user-defined key events such as start day, last salary increase etc.
- ▲ diary enquiry showing outstanding expected actions.
- ▲ employee Payroll enquiry

System Security

Personnel data is usually of a sensitive or confidential nature. In addition to the standard CS3 security available within Options and Menus, the User Authorisations option within the Personnel module controls the level of access that CS3 users have to Personnel data. For each user the

system manager can specify :

- ▲ which Tetra payrolls and departments the user can access, thus for example precluding a user from more sensitive data such as the Directors Payroll
- ▲ for each event type (salaries, disciplinary etc), whether the user can view, add, amend or delete records. Thus different access levels can be set for sensitive data such as Reviews as opposed to less sensitive data such as holiday dates.

Diary Report

Designed as an aid to the personnel operator, the diary report acts as a 'to do' list showing actions that are due on that date and those that have not been actioned from prior reports.

Sage Enterprise Integration

Personnel is written in the same CBASE language and has the same look-and-feel as the standard Sage Enterprise system, and utilises the standard tools such as Forms Editor